

19725

Date: June 28, 2011

To: Honorable Board of Acquisition and Contract

From: Mae Carpenter, Commissioner  
Department of Senior Programs and Services

RE: a) Authority to enter into an Agreement with the New York State Office for the Aging to accept a grant in the amount of \$145,954 to be used by the County to provide a variety of services and resources under the Weatherization Referral and Packaging Program for the program period April 1, 2011 through March 31, 2012; and

b) Authority to enter into an Agreement with the Family Service Society of Yonkers to operate a Minor Home Repair Program that will be provided by the County under the WRAP Program in an amount not to exceed \$60,000 for the program period April 1, 2011 through March 31, 2012.

---

The County of Westchester, acting by and through the Westchester County Department of Senior Programs and Services (the "Department"), is requesting authorization to enter into an agreement with the New York State Office for the Aging ("NYSOFA") to accept a grant in the amount of \$145,954 to enable the Department to provide a variety of services and resources under the Weatherization Referral And Packaging ("WRAP") Program for the program period April 1, 2011 through March 31, 2012.

Authority is also requested to enter into an agreement with the Family Service Society of Yonkers ("FSSY") to operate a Minor Home Repair Program for seniors using the aforementioned WRAP funds in an amount not to exceed \$60,000 for the program period April 1, 2011 through March 31, 2012 (the "Agreement").

The FSSY WRAP program serves low-income elderly Yonkers residents who need repairs made to their homes or apartments in order to reduce the amount of energy required to heat their homes, provide hot water and safely continue living independently. Under the proposed Agreement, FSSY will undertake the following steps in operating the Minor Home Repair Program:

1. Publicize availability of the program to low-income senior Westchester residents, send out and receive applications, evaluate completed applications with eligibility documentation to determine clients' and projects' eligibility, get prior approval for each project from WDSPS;
2. With the building engineer, determine each project scope;

3. Secure additional leverage funds if the cost of project is greater than \$5,000 maximum allowable under WRAP;
4. Identify licensed, insured construction companies willing, capable and experienced in completing the repair work required by each individual project;
5. Solicit written quotations from said companies in accordance with Section 5 of the Westchester County Procurement Policy and keep records of each procurement in accordance with Section 11 of the Policy;
6. Sign contracts with clients and construction companies;
7. Oversee repairs and coordinate with clients and construction companies;
8. Certify successful completion of each project with the building engineer;
9. Pay the construction company out of FSSY funds; and
10. Voucher the Department for completed projects in accordance with Agreement.

It should be noted that of the remaining \$85,954 in WRAP funds, \$25,954 will be used by the Department to cover various in-house operating expenses, including personnel, fringe benefits, travel, maintenance and operations. The remaining \$60,000 will be allocated to the Westchester County Department of Planning, which, pursuant to a separate Interdepartmental Agreement, will provide a Minor Home Repair Program for seniors for the period April 1, 2011 through March 31, 2012.

These agreements will serve a public purpose by providing free weatherization services to eligible Westchester seniors who are in need of such services. Services provided and resources tapped through the WRAP Program enhance the safety, affordability, and energy efficiency of housing for low income, vulnerable, older persons by making them aware of the availability of such services. These free services enable many of our clients to remain in their homes by providing energy conserving measures that will lower the cost of their high utility bills, particularly during cold, winter months. Moreover, WRAP provides a valuable link between people and energy-related services, while targeting the neediest.

The goals and objectives of the WRAP Program are to provide what is called 'energy packaging' which brings together many different but complementary repair services to help the senior homeowner resolve energy problems, reduce energy consumption and avoid crises that might end in the senior losing the ability to remain in their home. The goals and objectives are in the best interest of the County because the services provided under WRAP can prevent a senior from becoming homeless by providing the senior with important home improvements at no cost. This will free up other funds so that the senior can pay their taxes and remain active in the community. It is also helpful for the environment because any energy savings measures are good for the environment.

The services will be tracked, monitored and evaluated through our program and through NYSOFA. Any funds that are to be spent are reviewed on a case-by-case basis through special permission forms for the type of work that will be permitted, and then signed by the proper designee's in the NYSOFA office. Quarterly reporting activities and annual on-site reviews will be conducted to determine if the contract performance goals and objectives are being met in a fiscally responsible and appropriately safe fashion, as well as regular email, and phone referrals to the subcontractor. NYSOFA shall provide annual monitoring and evaluation services to ensure the Department is meeting its requirements to conduct proper oversight.

It should be noted that in the previous fiscal year, 23 families received home energy improvements or related repairs and services.

Because the Agreement with NYSOFA is for the acceptance of grant funds, it does not constitute a procurement and, as such, is not subject to the Westchester County Procurement Policy.

The Agreement with FSSY is exempt from the Westchester County Procurement Policy pursuant to Section 3(a)xix thereof, which exempts contracts to provide direct services to senior citizens.

For the reasons set forth above, I most respectfully recommend adoption of the attached Resolution.

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/21/2011 - DOMAR VIEIRA, SECRETARY

**RESOLUTION**

Upon communication from the Commissioner of the Westchester County Department of Senior Programs and Services, it is hereby:

**RESOLVED**, that the County of Westchester, acting by and through its Department of Senior Programs and Services (the "Department"), be and is hereby authorized to enter into an Agreement with the New York State Office for the Aging to accept a grant in the amount of \$145,954 to be used by the Department to provide a variety of services and resources under the Weatherization Assistance and Packaging ("WRAP") Program for the program period April 1, 2011 through March 31, 2012; and be it further

**RESOLVED**, that the County of Westchester is hereby authorized to enter into an Agreement with the Family Service Society of Yonkers to conduct a Minor Home Repair Program for seniors using the aforementioned WRAP funds in an amount not to exceed \$60,000 for the program period April 1, 2011 through March 31, 2012; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee be, and hereby is, authorized to take such actions and execute such documents as may be necessary and appropriate to effectuate the purposes hereof.

Account to be Charged/credited	Fund	Department	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
Charged	263	85	934L	various	T934	\$ 85,954
	263	85	934L	4380	T934	\$ 60,000
	263	85	934L	9853	T934	\$145,954

Budget Funding Years: 2011-2012  
(must match resolution)

Start Date 04/01/11

End Date 3/31/12

Funding Source  
\$ \$145,954  
(must match resolution)

Tax Dollars \_\_\_\_\_  
State Aid \_\_\_\_\_  
Federal Aid \$145,954  
Other \_\_\_\_\_